[COMPANY NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

[DATE]

[SUPPLIER’S NAME]

[SUPPLIER’S ADDRESS]

[CITY, STATE, ZIP CODE]

**Subject: Request for Quotation for [Product/Service Name]**

Dear [Supplier’s Name/To Whom It May Concern],

We hope this message finds you well. [COMPANY NAME] is seeking to procure [*brief description of the product or service, e.g., “custom packaging materials” or “IT support services”*] and would like to request a detailed quotation for the following:

**Specifications:**

* Product/Service Name: [NAME OF THE PRODUCT OR SERVICE]
* Quantity: [*Required quantity or scope of service*]
* Specifications/Requirements: [*Include any detailed requirements or standards the supplier should meet, e.g., size, material, delivery timeframes.*]
* Delivery Location: [ADDRESS FOR DELIVERY OR SERVICE LOCATION]
* Delivery Timeline: [*Specify required timeline or deadline*]

**Quotation Requirements**:

Please include the following details in your quotation:

1. Unit price and total price, including applicable taxes.
2. Delivery costs (if applicable).
3. Payment terms.
4. Warranty or after-sales service terms.
5. Validity period of the quotation.
6. Any additional costs or conditions.

**Deadline**

We kindly request that your quotation be submitted no later than [DEADLINE DATE] to ensure timely evaluation. Quotations can be sent to [EMAIL ADDRESS] or mailed to the address above.

If you require further information or have any questions, please do not hesitate to contact [Contact Person’s Name, Title] at [Email Address/Phone Number].

We appreciate your prompt attention to this request and look forward to your proposal.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE/POSITION]

[COMPANY NAME]